

**Subject:** Instant HR/Payroll: Mason Flexible July 2016

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### **Mason Flexible July 2016**

We are excited to announce that senior leadership is providing additional holiday leave for salaried faculty and staff this summer. Called [Mason Flexible July](#), it includes:

- Four hours of additional holiday leave when Mason closes administrative offices at 12:30pm on Friday, July 1.
- Four hours of additional Special Flex Holiday leave that can be used, with supervisor permission, during July or August of 2016.
- A special promotion of flexible work schedules for the month of July to encourage the use of flexible scheduling such as working four 9-hour days and one 4-hour day.

The [Mason Flexible July flyer](#) includes some things to consider on page 2. We know this won't address all of your questions so we're working on an FAQ. In the meantime, we wanted to share the good news and get the word out as soon as possible.